Administrative and Healthcare Technologies Department
Medical Office Administration Program
Medical Billing and Coding AAS (A25310C)

2026-2027 Curriculum Sheet

Coordinator: - Phone: - Email:

	Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
Fall I								
	ACA	111	College Student Success	1	0	0	1	None
	MED	121	Medical Terminology I	3	0	0	3	None
	OST	131	Keyboarding	1	2	0	2	None
	OST	137	Office Applications I	2	2	0	3	None
	Elective	1	Natural Science/Mathematics	3	0	0	3	See Catalog
	Elective	2	Humanities/Fine Arts	3	0	0	3	See Catalog
			Total Recommended Hours	**13**	**4**	**0**	**15**	
Spring 1								
	ENG	111	Writing and Inquiry	3	0	0	3	ENG 025
	MED	122	Medical Terminology II	3	0	0	3	MED 121
	OST	134	Text Entry and Formatting	2	2	0	3	OST 131
	OST	136	Word Processing	2	2	0	3	OST 131 & OST 137
	OST	164	Office Editing	3	0	0	3	None
			Total Recommended Hours	**13**	**4**	**0**	**15**	
Summer I								
	OST	286	Professional Development	3	0	0	3	None
	OST	148	Medical Ins & Billing	3	0	0	3	MED 122
	OST	149	Medical Legal Issues	3	0	0	3	None
	Elective	3	Communication	3	0	0	3	None
	Elective	4	Social/Behavioral Sciences	3	0	0	3	See Catalog
			Total Recommended Hours	**15**	**0**	**0**	**15**	
Fall II								
	OST	247	Procedure Coding	2	2	0	3	OST 148
	MED	116	Introduction to Anatomy & Physiology	3	2	0	4	None
	OST	248	Diagnostic Coding	2	2	0	3	MED 122 & OST 148
	OST	280	Electronic Health Records	2	2	0	3	None
	OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
			Total Recommended Hours	**12**	**8**	**0**	**16**	
Spring II								
	OST	243	Medical Office Simulation	2	2	0	3	None
	OST	260	Adv Coding Methodologies	2	2	0	3	OST 247 and OST 248
	OST	249	Med Coding Certification	2	3	0	3	OST 247 and OST 248
	OST	288	Medical Office Admin Capstone	2	2	0	3	OST 148
	OST	250	Long-Term Care Coding	2	2	0	3	OST 148
			Total Recommended Hours	**10**	**11**	**0**	**15**	
			Total Program Hours				**76**	

Program Option/Electives
Elective 1 - Take: MAT 110
Elective 2 - HUM 115, HUM 120
Elective 3 - COM 120 or 231
Elective 4 - ECO 251, PSY 150, SOC 210, or SOC 213

Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
ENG 025 & MAT 025	Score =

Notes:
Program total could exceed 76 depending on elective choices

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as ENG 025 and MAT 025 courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.